E600   Standard Mail

E640   Automation Rates

Summary   E640 describes the eligibility standards for Standard Mail automation rates.

1.0   **REGULAR AND NONPROFIT RATES**

All Pieces   [6-12-03] All pieces in a Regular Standard Mail or Nonprofit Standard Mail
1.1   automation rate mailing must:

a. Meet the basic standards for Standard Mail in E610.

b. Be part of a single mailing of at least 200 pieces or 50 pounds of pieces of
automation rate Standard Mail (Regular and Nonprofit mailings must meet
separate minimum volumes), or be part of a mailing using NetPost Mailing
Online or a functionally equivalent service under G991.

c. Be in the same processing category and meet the physical standards in
C810 (letters and cards) or C820 (flats).

d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or
numeric equivalent to the delivery point barcode (DPBC) and that meets
these address quality standards:
(1) The address matching and coding standards in A800 and A950.
(2) If an alternative addressing format is used, the additional standards in
A020.

e. Bear an accurate barcode meeting the standards in C840, either a DPBC (if
a card or letter) or a ZIP+4 barcode or DPBC (if a flat), either on the piece or
on an insert showing through a barcode window.

f. Be marked, sorted, and documented as specified in M045, M810
(letter-size), M820 (flat-size), or M900 (flat-size only).

g. Meet the applicable documentation and postage payment standards in P012,
P013, and P600.

Enclosed Reply   All letter-size reply cards and envelopes (business reply, courtesy reply, and meter
Cards and Envelopes   reply mail) provided as enclosures in automation Regular or Nonprofit Standard
1.2   Mail, and addressed for return to a domestic delivery address, must meet the
standards in C810 for enclosed reply cards and envelopes. The mailer's signature
on the postage statement certifies that this standard has been met when the
corresponding mail is presented to the USPS.

Rate Application—   Automation rates apply to each piece that is sorted under M810 into the
Letter-size Pieces   corresponding qualifying groups:
1.3

a. Groups of 150 or more pieces in 5-digit or 5-digit scheme trays qualify for the
5-digit rate. Preparation to qualify for that rate is optional and need not be
done for all 5-digit or 5-digit scheme destinations.

b. Groups of 150 or more pieces in 3-digit or 3-digit scheme trays qualify for the
3-digit rate.

c. Groups of fewer than 150 pieces in origin or entry 3-digit or 3-digit scheme
trays and groups of 150 or more pieces in AADC trays qualify for the AADC
rate.

d. All pieces in mixed AADC trays qualify for the mixed AADC rate.

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Discount for Heavy Automation Letters
1.4

Automation letters that weigh more than 3.3 ounces but not more than 3.5 ounces pay postage equal to the automation piece/pound rate and receive a discount equal to the automation nonletter piece rate (3.3 ounces or less) minus the automation letter piece rate (3.3 ounces or less). If claiming a destination entry rate, the discount is calculated using the corresponding rates.

Rate Application— Flats
1.5

Automation rates apply to each piece that is sorted under M045, M820, or M900 into the corresponding qualifying groups:

a. [1-9-03] Pieces in 5-digit, 5-digit scheme, or 3-digit packages of 10 or more pieces each qualify for the 3/5 automation rate.

b. Pieces in ADC or mixed ADC packages qualify for the basic automation rate.

2.0   ENHANCED CARRIER ROUTE RATES

All Pieces
2.1

[6-12-03] All pieces in an Enhanced Carrier Route or Nonprofit Enhanced Carrier Route Standard Mail automation rate mailing (available only for letter-size mail) must:

a. Meet the basic standards for Standard Mail in E610.

b. Be part of a single mailing of at least 200 pieces or 50 pounds of pieces of automation rate Enhanced Carrier Route Standard Mail.

c. Meet the physical standards in C810.

d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode (DPBC) and that meets these address quality standards:
  (1) The carrier route accuracy standard in A030.3.0.
  (2) The address matching and coding standards in A800 and A950.
  (3) If an alternative addressing format is used, the additional standards in A020.

e. Bear an accurate barcode meeting the standards in C840, either a DPBC (if a card or letter) or a ZIP+4 barcode or DPBC (if a flat), either on the piece or on an insert showing through a barcode window.

 f. Be marked, sorted to carrier routes, and documented under M045 (if palletized) or M810.

g. Meet the applicable documentation and postage payment standards in P012, P013, and P600.

Preparation
2.2

Preparation to qualify for any of Enhanced Carrier Route automation rates is optional and need not be done for all carrier routes in a 5-digit area. An automation rate Enhanced Carrier Route mailing may not include pieces at basic, high density, and saturation Enhanced Carrier Route rates.

Carrier Route Information
2.3

[6-12-03] The automation basic carrier route rate is available only for letter-size mail and only for those 5-digit ZIP Code areas identified with an "A" or "B" in the Carrier Route Indicators field in the USPS City State Product used for address coding.

Enclosed Reply Cards and Envelopes
2.4

All letter-size reply cards and envelopes (business reply, courtesy reply, and meter reply mail) provided as enclosures in automation Enhanced Carrier Route Standard Mail, and addressed for return to a domestic delivery address, must meet the standards in C810 for enclosed reply cards and envelopes. The mailer must certify that this standard has been met when the corresponding mail (in which the reply pieces are enclosed) is presented to the USPS.

Rate Application
2.5

Automation basic carrier route rates apply to each piece that is sorted under M810 into full carrier route trays, in carrier route groups (or packages, where appropriate) of 10 or more pieces each placed in 5-digit carrier routes trays, or in carrier route packages of 10 or more pieces each placed in 3-digit carrier routes trays. (Preparation to qualify for that rate is optional and need not be done for all carrier routes in a 5-digit area.)

Discount for Heavy Letters
2.6

Pieces that otherwise qualify for the ECR automation basic letter rate and weigh more than 3.3 ounces but not more than 3.5 ounces pay postage equal to the ECR regular basic nonletter piece/pound rate and receive a discount equal to the regular basic nonletter piece rate (3.3 ounces or less) minus the automation basic letter piece rate. If claiming a destination entry rate, the discount is calculated using the corresponding rates.

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